

Previous references.

✓
1903.

File No. 31 of 02

Serial Nos. 1-2

(General Fin)

Later references.

Filed Col 1 of this
file.

GENERAL AND REVENUE SECRETARIAT.

P 7 E

Serial Nos. 1-2

Part B. for

SUBJECT.

Book Binders for the Comptroller's Office
at a cost of Rs 250/- per annum

- 1/ No. 4733 of 27.2.03 from the Comptroller
Requests that under the circumstances
represented the entertainment of two
Book-binders at a cost of Rs 250/- per
annum may be sanctioned
- 2/ No. 4C/528-9 of 16.3.03 Do - do - of the
Supt printing press
Sanctions the proposal.

OFFICE OF THE DEWAN OF MYSORE
REVENUE AND GENERAL, DEPARTMENTS.

Short Office Note.

* No. and date of letter, from whom, catch words to denote nature of Subject should be stated, in red ink.

One form may be used for more than one letter of the same file as long as there is space. The Office Note should be in black ink. Write only on side of this form.

*Subject

Letter No. 4733 dated 27th February from the Comptroller, Mysore Fort, requesting sanction to employ or two book-binders in his office.

Note

The Comptroller reports that construction of galleries in his office is over but they, instead of containing ten years records as expected, contain only three years records, as the skeleton files placed therein are thick on one side and thin on the other. To avoid this inconvenience he proposes to employ one or two book-binders for binding the Vouchers & returns in book form, at a cost of Rs 250/ per annum against Rs 459/6 the present cost of 700 files he gets from the Press. He requests early sanction to the proposal for making provision in his office Budget & for directing the Supdt, for Press to effect a reduction of Rs 450.

in his Budget.

Subd. The Secretary

to 27

7/3

Sanctions

11

7/3/03

Draft, submitted for approval

Am

10/3/3

The Deputy

4731

Office of the Controller,

Mysore Government,

Bangalore, Dated 27th February 1903.

From

E. R. Subrayer, Esq., B.A.B.C.E.

Controller of Mysore.

To.

H.V. Nanjundayya, Esq., M.A.M.L.

Secretary to the Government of Mysore,

General and Revenue Departments.

Sir,

I have the honor to report for the information of Government that the Record Galleries of my Office have been completely erected and placed at my disposal by the Public Works Department. The current files of Vouchers and subsidiary Returns that could not be arranged hitherto for want of space in the Old Record room have now been properly arranged and placed in the new Almirahs.

2. But while I expected the new galleries to contain the records of at least ten years. I actually find that they cannot contain those of more than three years. This is due to the system of filing them in Skeleton files supplied by the Government Press. The fly-leaves of these files make the books unnecessarily thick on one side and inconveniently thin at the open side. With a view to economise space and effect savings ^{in cost} ~~in the cost~~ of the ~~Skeleton files~~ I propose to employ one or two book-binders and have the vouchers and returns bound "in the form of books instead of pasting them in files as is now done. The ^{annual} cost of labor and materials, I estimate at Rs.250/- against the present cost of Rs.459- 6- 0 for the 700 files, as ascertained from the Press.

- 3 By the process of binding in books, I find by actual experiment that the contents of 2 files can be compressed into one Volume and made to occupy scarcely 1/3rd of the space they now do. The gallery upstairs will then be able to hold at least ten

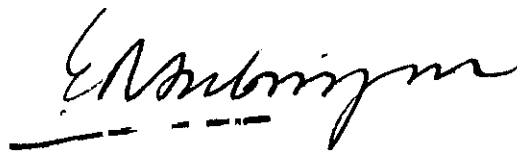
ten years records instead of 3 and the Annual Savings in cost will be about Rs.200/-.

I therefore request that you will be so good as to obtain early sanction of the Government for the above proposal so that I may make the necessary provision in my office Budget under head "Contingencies Binding Vouchers &c.", and communicate the same to the Superintendent, Government Press, in view to effect a reduction of Rs.450/- in his Budget.

I have the honor to be,

Sir,

Your most obedient servant,


Comptroller.

7C 1152

~~From~~ -

The Comptroller

To Secretary to Govt
Gen & Rev Depts

27. 2. 03.

604733

Subject Matter

To economize space in the
Record Galleries of this office
and ~~cost~~ effect savings in Cost
proposes to employ one or two
book-binders ^{to bind vouchers.} estimated at
Rs 250/- instead of the present
cost of Rs 459-6-0. and
further requests to obtain
Govt sanction for the
aforesaid proposal.

7C - Put up a 2nd
copy
11.11.13

SL 2

Read -

Letter No 4733 dated 27th Feby 1903 from the Comptroller, Mysore Govt, reporting that the record galleries of his office have been completely erected and that current files of Vouchers & subsidiary returns have been properly arranged, but the new galleries instead of containing only three years' records owing to the skeleton files placed therein being thick on one side and inconveniently thin on the other, and with a view to economise space and effect savings in cost, proposing to employ one or two book-binders for binding the Vouchers and returns in book-form, at a cost of Rs 250/- per annum, against Rs 457/6

the present cost of 700/-
files he gets from the
Press.

Order thereon:-

D
No. Pl 1528-9 of 16/3/03.5
17.

The proposal of the
Comptroller, Mysore Govt.,
is sanctioned. The
necessary provision in
the Comptroller's office
budget will be made in
communication with the
Superintendent, Govt Press.

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11/3/03

7/14/3
Secretary.

sub
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12. III. 03

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14/3/03

To The Comptroller, Mysore Govt.
" Superintendent,
Govt. Press.

11/3